



Foreign Affairs Manual

1 FAM – Organization and Functions

Change Transmittal: ORG-240

Date: May 2, 2011

1 FAM 110 STATEMENTS OF COMMON RESPONSIBILITIES OF REGIONAL BUREAUS

Changes

1. **1 FAM 110, Statements of Common Responsibilities of Regional Bureaus:** The Office of Directives Management (A/GIS/DIR) has made the following nonsubstantive administrative corrections in this subchapter:
 - **1 FAM 111, Applicability of General Statements:** 1 FAM 118.1 is the corrected reference that applies to all public affairs advisers assigned to the Department; and
 - Other minor changes, specifically 1 FAM 118.2.
2. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 1 FAM 110(CT:ORG-217, 04-12-2001; 9 pages) and insert revised subchapter 1 FAM 110 (9 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:ORG-240, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/RMA/RPA)